



## UNITED STATES MARINE CORPS

Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 1700.7C  
1A

APR 02 2002

### DEPOT ORDER 1700.7C

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) ADVISORY BOARD

Ref: (a) DepO 5450.4L

1. Situation. In accordance with reference (a), the Commanding General is responsible for the establishment, operation, and support of an MCCS program designed to meet the needs and desires of the maximum number of authorized participants, while ensuring the activity is operated in a responsive, responsible and business-like manner. This program must generate sufficient funds to provide a self-sustaining MCCS program, when coupled with appropriated funding.

2. Cancellation. DepO 1700.7B

3. Mission. To provide information and direction, concerning the MCCS Advisory Board.

4. Execution

a. Commander's Intent. The MCCS Advisory Board will act as an advisory body to the Commanding General on all MCCS matters.

b. Concept of Operations

(1) MCCS Advisory Board Membership. The Advisory Board will consist of nine members (eight voting and one ex officio).

(a) Assistant Chief of Staff, Marine Corps Community Services. Voting member and Chairperson. Presides over meeting proceedings, creates and publishes meeting schedules and agendas, provides a meeting recorder, and ensures reports are completed and forwarded to the Commanding General.

(b) Assistant Chief of Staff, G-1. Voting member.

(c) Assistant Chief of Staff, G-4. Voting member.

(d) Executive Officer, Recruit Training Regiment. Voting member.

(e) Executive Officer, Headquarters and Service Battalion. Voting member.

(f) Depot Sergeant Major. Voting member.

(g) Senior Member, Bay View Advisory Group. Voting member.

(h) Senior Member, Comfort Zone Advisory Group. Voting member.

(i) Assistant Chief of Staff, Comptroller. Nonvoting ex officio.

APR 02 2002

(2) MCCS Advisory Board Actions

(a) Meet at least once each quarter.

(b) Review MCCS actions with regards to Commanding General's guidance.

(c) Analyze, evaluate, and forward recommendations to the Commanding General regarding MCCS matters.

(d) Collect and/or solicit relevant information regarding MCCS via the chain of command.

5. Administration and Logistics

a. Report Requirements

(1) The MCCS Advisory Board will submit a written report to the Commanding General within two weeks after each quarterly meeting.

(2) The report should concentrate on broad MCCS policy matters and not become immersed in the managerial or operating details.

b. Report Contents

(1) Date and time of meeting.

(2) Record of attendance.

(3) Summary of proceedings.

(4) Concise statement of each recommendation requiring the Commanding General's decision.

(5) Appropriate endorsement by any affected activity or organization.

(6) Minority opinions, if appropriate.

6. Command and Signal

a. Command. The provisions of this Order are applicable to all personnel at Marine Corps Recruit Depot, San Diego and the Western Recruiting Region.

b. Signal. This Order is effective on the date signed.

  
T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A